Sakhalin Energy Investment Company Ltd.
Controlled Document

Sakhalin-2 Assets

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Title:

IN VEHICLE MONITORING SYSTEM PROCEDURE

ПРОЦЕДУРА ПО БОРТОВЫМ СИСТЕМАМ МОНИТОРИНГА

Custodian: *Sergey Bogomolov* | **Classification:** *Restricted*

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	AFC	Approved for Construction	PUR	Issued for Purchase
	AFU	Approved for Use	ENQ	Issued for Enquiry

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- Pan-Asset Document Control Procedure 1000-S-90-01-P-0002-00

Contents:

1 Introduction

1.1 Purpose

Sakhalin Energy operations rely heavily on road transport for the movement of personnel and equipment. It is recognized by the Company that inadequate management controls represent threats that are the root cause of a significant number of road traffic incidents.

The Company acknowledges the necessity to install the IVMS to the vehicles operated by the Company in order to reduce the number of Road Traffic Incidents, increase the service life of the fleet and reduce unscheduled maintenance of vehicles and its associated costs, to monitor driving activities, and to prevent unauthorized use of vehicles involved in SEIC Company operations.

The below procedure describes the controls to be executed and processes to be followed in implementation of In Vehicle Monitoring Systems.

1.2 Scope

This Procedure applies to the road transport operations carried out by Sakhalin Energy and its Contractors and Subcontractors carrying out work for Sakhalin Energy as defined by the Contract Mode.

This Procedure addresses the following issues:

- Roles and Responsibilities
- Installation and Maintenance
- Driver Key (PID) Management
- Monitoring and Reporting
- Feedback and Coaching
- Driver Behaviour Management
- Incident Investigation
- Training
- Review

1.3 Terminology

TERM	MEANING
Shall	Indicates a mandatory course of action.
Should	Indicates a preferred course of action.
May	Indicates a permitted course of action.

1.3.1 Definitions

TERM	MEANING
IVMS	In Vehicle Monitoring System
RTI	Road Traffic Incident
Database	Fleet Management software database
RF Law	Russian Federation Law
OBC	On Board Computer
Driver	Any person who drives a company owned, contracted or leased vehicle on Company business
IVMS Focal Point	Responsible person(s) assigned to liaise with IVMS team in terms of IVMS services (installation/removal /repair), PID control management and/or Driver Feedback in the company or contractor and trained by IVMS team
Manager	A person holding executive position with regard to Land transport operations, Road Safety, Logistics or Driver supervision in the company or contractor's organization.
RAG Report	A report produced by the IVMS that rates drivers as Red, Amber or Green (RAG)
Personal Identification Device (PID)	Drivers plug, Smart card or Pin Code

1.4 User Notes

This Procedure applies to all Sakhalin Energy staff, Contractors, Sub-Contractors and visitors where transport operations are being conducted by, or on behalf of, Sakhalin Energy.

Sakhalin Energy Staff: Any non-compliance with this Procedure shall be identified, investigated and reported in accordance with the SEIC Incident Investigation and reporting Procedure.

Contractors and Subcontractors: Any non-compliance with this Standard shall be reported to the Contract Holder.

A controlled copy of the current version of this document is ONLY available on the SAKHALIN ENERGY Website and the Global Livelink system. Before making reference to this document, it is the user's responsibility to ensure that any hard copy, or electronic copy, is current. For assistance, contact the Document Custodian.

1.4.1 Review and Improvement

Any user of this document who encounters a mistake or confusing entry is requested to immediately notify the Document Custodian on the User Feedback Form.

The Document Custodian shall review this document as necessary, at least once every three years. Triggers for full or partial review of this document may include:

Emerging/growing HSE concerns in specific areas.
Changes in shareholder requirements and concerns of employees, Contractors, customers, government agencies and the public.

Changes in legislation and/or regulations.
Incident investigations which identify shortfalls in the HSE Management System.
Changing Company activities and locations.
New hazards or activities not considered by the HSE Management System.
New equipment or significant change in equipment, technology, processes.

Users are encouraged to participate in the ongoing improvement of this document by providing constructive feedback.

2 Risks & Controls

The requirement for staff and contractors to travel extensively by road throughout Sakhalin Island, in combination with the threats created by poor roads, poor driving standards, harsh weather and remote locations creates a significant risk to staff, contractors and third parties, resulting from Road Traffic Incidents.

This procedure for In Vehicle Monitoring System, has established the Sakhalin Energy minimum requirements deemed acceptable by the company for the installation of IVMS, use of the data generated by IVMS and feedback and reporting process.

The objective of this procedure is to maximise the safety and efficiency of Company road transport operations by installation of the IVMS units in the Company and Contractor/ Subcontractor fleet and giving feedback and coaching to drivers based on data generated by IVMS.

3 Responsibilities

Document Custodian

The Document Custodian is responsible for:
Providing discipline expertise for the creation, revision (including review of deviations and challenges in order to make recommendations to the Process Owner) and retirement of documents relating to Road Transport Operations to meet the business needs of the Process Owner in accordance with the Corporate Document Control Procedure;
Ensuring the technical validity of this document and that the document has been signed off to the correct level of technical authority;
Defining the distribution requirements for this document;
Keeping a record of user feedback on this document and considering comments at each document review.

Process Owner

The Process Owner is responsible for:
Specifying the need for this document and delegates the responsibility for creating it;
Resolving any practical difficulties encountered in applying this procedure;
Approving the document prior to issue.

Authoriser

The Authoriser is responsible for:
The content of this document but in practical terms delegates this responsibility to the document Custodian;
Signing off this document at the highest level prior to issue.

3.1 Specific Responsibilities

3.1.1 Contract Holders

Contract Holders shall:

- Ensure that their Contractor and Subcontractor are in compliance with the

requirements of this Procedure.

- Timely notify about the mobilization and demobilization of the contractor/subcontractor fleet and validation of the information about the vehicles. The availability of IVMS units in stock shall be timely checked prior the mobilization in order to ensure proper budgeting.
- Ensure that there are focal point persons assigned among Contractor and Subcontractor personnel to liaise with IVMS team in terms of IVMS services (installation/removal/maintenance), PID control management and Driver Feedback.
- Ensure that these focal point personnel are trained in the IVMS data management course by IVMS team member.
- Ensure that Contractor and Subcontractor provide vehicles for IVMS installation with properly operating electrical equipment, sensors and modules. If vehicles of Contractor/Subcontractor are under warranty, it is their responsibility to make sure such warranty remains valid after IVMS installation.
- Ensure that IVMS equipment is transferred as per an OS-2 form to be signed by the Contract holder or his/her representative, who is an FTE of the Company, and that an IVMS equipment transfer act (Appendix 10) is formalized for each Contractor/ Subcontractor in order to confirm their material responsibility for the equipment transferred to them.
- In case of transfer of the vehicles to work under another contract on the Sakhalin-2 project the Contract Holders on the both sides shall confirm the transfer and validate the information about the vehicles.

3.1.2 Managers

Manager shall be responsible for implementation of this Procedure by making sure that the activities he/she controls are managed in accordance with this Procedure and shall:

- analyse and communicate recent reporting data as set by the IVMS procedure;
- display RAG reports prominently and include data for all recorded drivers and managers as a part of level 1 feedback approach to drivers;
- make sure that recognition and reward is given for drivers showing the best improvement, and/or top performance as defined by the IVMS procedure;
- make sure that coaching sessions with drivers whose monitor data shows lower than expected driving performances are conducted as a part of level 2 feedback approach to drivers; should this behaviour still persist, driver behaviour management is applied according to this procedure;
- make sure that relevant transport and/or driver supervisors are provided with access to fleet management web-portal through proper request to IVMS team;
- make sure PIDs are timely returned from dismissed or retired drivers to IVMS team;
- make sure all lost/stolen PIDs are timely reported to IVMS team; and
- make sure that IVMS is not tampered or damaged by any user or non-approved specialist, and assists in the investigation if tampering or damage occurred.

3.1.3 IVMS Team

The IVMS Team shall maintain an operational database of the Company's vehicle fleet fitted with IVMS and all drivers and be responsible for:

- monitoring that ALL vehicles equipped with IVMS are downloaded as a minimum on a weekly basis;
- checking the status of non-downloading vehicles with relevant IVMS focal point on site;
- making sure that the data analysis results are duly reported to management;

- monitoring downloaded data and report any suspected malfunction, damage, tampering or any other actions that render the IVMS unit non operational and/or its data invalid;
- tracking of any emerging trends, whether positive or negative, and report to management;
- programming of personal identification devices or PIN numbers, provide instruction on how to use the device or PIN number, and record issuance of device or PIN number according to the Company's procedure;
- timely processing, responding and fulfilling the requests for IVMS installation/removal/maintenance depending on logistics issues and conducting IVMS services at agreed location according to specified timetable;
- provision of IVMS training for Managers, Supervisors and for identified IVMS Focal Point personnel responsible for drivers and giving feedback and coaching to drivers; and
- provision of instructions on interfacing with Fleet Management web-portal.

3.1.4 Drivers

Drivers are responsible for ensuring the IVMS is working prior to the commencement of each journey and reporting any faults identified daily.

3.1.5 Vehicle Maintenance Staff

Vehicle Maintenance Staff shall be responsible for reporting of the vehicles with non-operational units installed.

3.1.6 Authorised Installation Technicians

Company Authorised Installation Technicians shall be responsible for the installation, repair and removal of IVMS units.

4 References

SEIC HSE Policies	HSE Policy	
SEIC HSE Standards	Road Transport HSE Management Standard Incident Reporting and Follow Up Standards In Vehicle Monitoring System	0000-S-90-04-O-0005-00 0000-S-90-04-O-0020-00-E 0000-S-90-04-O-0251-00
SEIC HSE Procedures	N/A	
SEIC HSE Guidelines	N/A	
Other SEIC Documents	Document Control Procedure Non-current Assets Accounting and Control Procedure	0000-S-90-01-P-0078-00-E 0000-S-90-01-P-0443-00-E
Other Requirements	N/A	

5 IVMS PROCEDURE

5.1 Background

IVMS is an interactive safe driving tool which is installed on vehicles to monitor the driver's behaviour and work-rest routine and is also used as an additional instrument in investigations of road traffic accidents, breaches of Traffic Rules or deviations from the route/journey plan.

5.2 Installation, Maintenance, Repair and Removal

These rules for installation, maintenance and repair of IVMS apply to the Company's and contractors'/subcontractors' vehicles that are used in the Sakhalin-2 operations upon getting clean audits for compliance with the Company's requirements.

Sakhalin Energy uses IVMS in Company's and contractor's and subcontractor's fleet that is compliant to the requirements of In Vehicle Monitoring System Standard.

5.2.1. Installation, Maintenance and Repair

Installation, maintenance and repair of IVMS shall be carried out only by the Company's authorised installation technicians. Upon completion of the installation the technician fills out a Post Installation Checklist (Appendix 3), which is counter signed by a representative of the Central IVMS Team. The Central IVMS Team representative also fills out an IVMS Installation Act, which describes the vehicle's electrical equipment condition before and after the IVMS installation. The IVMS Installation Act shall be signed by the representative of the Central IVMS Team, the authorized technician and a representative of the vehicle owner (Appendix 4). A copy of the IVMS Installation Act should be provided to the vehicle owner upon his request.

Mechanics and/ or Transport Safety Advisors on site shall timely notify the IVMS Team about the vehicles required for installation and take into account that installation time may vary from one to three hours depending on the type of the vehicle. The request for IVMS installation service should be send to the IVMS team according to a timetable that depends on the number of vehicles requested for fitting with IVMS:

- From 1 to 10 vehicles – one week prior to installation;
- From 10 to 20 vehicles – one month prior to installation;
- From 20 to 40 vehicles – six months prior to installation;
- More than 40 vehicles – one year prior to installation.

The IVMS maintenance request shall be approved by the Head of the IVMS Team so as to define, among other things, the date and time of the installation work. The IVMS repair request shall not be accepted until making sure the electrical equipment of the vehicle is faultless. Specific faults irrelevant to IVMS operation or its connections may require maintenance at a local car service centre.

5.2.2. Removal of IVMS Unit

Removal of the IVMS unit can only be carried out by the Company authorised installation technician. Approval for IVMS removal is issued by the Contract Holder, if the IVMS removal is connected with demobilisation of (sub)contractor vehicles. Approval for IVMS removal is issued by the Vehicle Repair and Maintenance Manager or his/her proxy, if the IVMS removal is connected with demobilisation of the Company vehicles

Notification about the demobilisation of vehicles and removal of IVMS shall be directed to the Central IVMS Team one week prior to the planned date of removal of the IVMS unit from the vehicle.

5.3. PID Management

Personal Identification Device (PID) holds driver's individual information and allows the system to be initialised and the driver to be identified while operating a vehicle. The PID is issued personally to each individual driver and the driver is responsible for its safety and security.

5.3.1. PID issuing for Staff and (Sub)contractor Drivers

Drivers shall be briefed on how to use PIDs and complete the IVMS briefing form (Appendix 5) confirming that they understand their responsibilities and commit to abide by the PID and IVMS user manual, before being issued a PID. Request for PID shall be sent to SEIC ALG Department at SEIC-IVMS-FUNCTIONAL-MAILBOX@Sakhalinenergy.ru.

IVMS Team shall maintain records of all the PID issues and the signed IVMS briefing forms.

5.3.2. Spare PID Issuing

Request for the issue of SPARE PIDs shall only be done by the IVMS Focal Point on site and be sent to the SEIC-IVMS-FUNCTIONAL-MAILBOX@Sakhalinenergy.ru. The request should contain the information about the quantity of the PIDs. The IVMS Team should reconcile the request against the PIDs issued to the site. The PID is assigned with the identification number, which is entered into the handover log. Site should formally confirm the receipt of the SPARE PIDs and a handover log by e-mail.

The IVMS Focal Point on site shall provide the driver's information to the IVMS Team to make the changes in the database together with the completed IVMS briefing form signed by a driver and IVMS Focal Point who issued the PID, and handover log. Upon issuing PID the IVMS Focal Point shall make sure that a driver has a valid Defensive Driving Certificate.

5.3.3. Lost/Stolen PID

In case a PID was lost or stolen, the incident shall be recorded and properly reported as per the Company's Incident Reporting and Follow-up Standard. Each case of a lost/stolen key shall be investigated by the Line Manager of the Driver. The investigation process should be followed up by the Contract Holder where relevant (sub)contractor is involved. The IVMS Focal Point should support the investigation process and may request additional input from the IVMS team. The replacement PID can only be issued once the investigation is completed. The repetitive loss of the keys by a driver will lead to application of the consequence management.

5.3.4. Return of PID

In case a driver is dismissed or stops working on Sakhalin-2 Project, the PID should be returned to the person responsible for the issue of the PIDs, i.e. IVMS Focal Point. The PID shall be returned to the Central IVMS Team and a relevant record needs to be made in the Company database. Driver's employer shall be responsible for the return of PID.

The IVMS Focal Point shall timely report on any changes to the list of drivers assigned to a site or an organization, including dismissals or transfers to another basic location. In case a driver is transferred to another organization or to work under another contract, the IVMS Focal Points from both sides shall confirm the transfer of particular driver(s) to the Central IVMS team in order to enter necessary changes to the database. If such confirmation cannot be duly issued, the PID shall be returned to the IVMS team.

5.3.5. Unauthorized Use of PID

It is not permitted to swap, use other people's PID to operate a vehicle. Any case of the unauthorised use of a PID shall be investigated and subject to disciplinary measures.

It is strictly prohibited to:

- Hand the PID to any other person.
- Use your PID to start the vehicle for another driver.
- Leave the PID in the vehicle when it is not in use or is unattended.
- Abuse or attempt to open or disable the PID.

5.4. Monitoring and Reporting

IVMS is an interactive tool that is used to monitor driver's behaviour and provides a supervisor with the means of providing accurate feedback to a driver that will assist in changing the driver's behaviour and attitude towards driving safely.

The system measures speed, braking and engine RPM and will activate an audible alarm if these parameters are exceeded. The alarm is designed to warn the driver that the set

parameters have been exceeded and should cause the driver to modify their immediate behaviour. All driving outside of the set parameters will be recorded as an event such as overspeeding, hard braking or excessive engine RPM and will be formatted into a report for the appropriate supervisor.

5.4.1. Monitoring

The Standard monitored events are:

- Harsh Braking (>10 km/hr/sec)
- Harsh Acceleration (>10 km/hr/sec)
- Engine Idle Time
- Event Notification
- Vehicle Speeds
- Maximum Speed (Over Speeding)
- Unsafe or Out of Green Band Driving (>25 km/h, rpm >3800)
- Excessive Engine RPM
- Out of Planned Route Driving
- Out of hours driving
- Driving beyond 2 hours without rest
- Night Time driving
- Headlights Usage
- Seatbelts Usage
- Excessive Idle Time (Except for Winter)

5.4.2. Reporting

The system has a capability to generate the number of reports containing information on drivers' behaviour and vehicle and its utilization. A set type of reports will be generated and circulated on a regular basis (i.e. RAG report) and a number of reports will be generated by request or as needed during an incident investigation. Such reports include but are not limited to:

- Seat Belt usage for applicable vehicles
- Head light usage
- Out of normal working hours driving
- Speed sensor and battery disconnection
- Vehicle utilization
- Critical event report

Data generated by IVMS will be circulated on a weekly basis.
The circulated reports are sent to the IVMS Focal Points and relevant managers on site and used as the basis for the feedback and coaching sessions with drivers. RAG reports shall be prominently displayed for two or more consecutive reporting periods so that the drivers can see the progress they make.

The Central IVMS Team shall use the information from the scheduled reports for the monthly trend analysis of the Company and group-by-group performance.

5.5. Feedback and Coaching

An analysis of IVMS data, obtained from a vehicle driven by a certain driver, can be used to identify the areas for coaching and training of such driver, as well as remedial actions developed to address individual specific of the driving manner. Feedback and coaching sessions shall take place as early as possible on a week the reports have been circulated. All drivers need to be coached individually or as a group by personnel trained in IVMS data management.

All feedback sessions shall be recorded on the Feedback form (Appendix 6). This information will be used as hard evidence of the coaching session took place and the records shall be stored for referral for the period of 24 months. The summary information on the numbers of people coached shall be feedback to the Central IVMS Team to the SEIC-IVMS-FUNCTIONAL-MAILBOX@Sakhalinenergy.ru .

There shall be two levels of Feedback applied:

- Level 1 shall be applied when the whole drivers' group performance is continuously meeting Company expectation and no significant violations such as over speeding are recorded. Driver supervisor should only place RAG reports and relative data on notice boards where drivers can see their performance. Weekly Feedback report (Appendix 7) to IVMS team shall describe that Level 1 feedback was provided.
- Level 2 shall be applied when drivers' performance is below Company expectations or there are cases of significant violations reported. Driver supervisor shall conduct individual feedback and coaching sessions with drivers whose performance is not meeting Company expectations and place RAG reports on notice boards where drivers can see their performance. Weekly Feedback report to IVMS team shall describe the details of Feedback sessions.

A coaching session can be conducted in a form of a face-to-face discussion with a driver, a practical coaching or mentoring session. The coaching session should include statement of the event, identification of the possible causes of the driver's behaviour and development of the recommendations for improvement.

5.5.1. Positive and Negative Consequence Management

Reward and recognition incentives are an important tool for changing drivers' attitudes and therefore their behaviour. These rewards can vary, but are generally given to groups of drivers or departments, or individual drivers for the best performance and/ or the most improved performance.

This will be most successfully achieved if both reward and recognition, and consequence management parameters are transparent and consistently applied across the project.

The correct balance between reward and recognition, and consequence management will yield positive results in changing the driving safety culture within the Company.

5.5.2. Positive Consequence Management (Reward and Recognition)

The RAG report, which is used for the coaching of drivers, ranks drivers from the best performers at the top, to the worst performers at the bottom giving each of the drivers an individual total score for a defined reporting period.

The report determines drivers and sites in RED, AMBER and GREEN bands, which predefined parameters are set within the database.

Green band has a score < 2.00

Amber band has a score 2.00 to 5.00

Red band has a score > 5.00

The best driver(s) performance is defined by the combination of the lowest score and the highest km driven in the RAG report.

The most improved performance is indicated by the most increased difference in total score between the two defined reporting periods in the RAG report considering the kilometres driven during these periods.

The group performance is defined by the total score and should be recognised as well and communicated to the group of drivers from this site.

The recognition should be done on a reporting period basis. The recognition should come from the highest management representative on site and given to a driver in front of his peers.

5.5.3. Driver's behaviour management

Driver's behaviour management shall apply to all drivers in a defined IVMS reporting period.

The below matrix was developed to guide Line Managers on the actions recommended to be taken to improve drivers behaviour and a quality of feedback. The matrix doesn't differentiate between professional and non-professional drivers, however, considers drivers with less than 400 km and more than 400 km per month. The matrix is based on monthly reporting periods defined as consecutive calendar months, however it doesn't exclude the weekly coaching and feedback sessions with drivers.

Recommended action for individual drivers (professional and non professional)

	1 month reporting period	**2 months reporting period**	**3 months reporting period**	> 3 months
RED driver with > average 400 km per month	Target specific coaching and commentary drive	Refresher DDC*	Termination of DDC and PoA for 90 days	
			Отстранение от работы в рамках Проекта для водителей подрядчика	
RED driver with < average 400 km per month	Target specific coaching	Target specific coaching and commentary drive	Refresher DDC	Termination of DDC and PoA for 60 days
AMBER driver with > average 400 km per month	Target specific coaching	Target specific coaching and commentary drive	Refresher DDC	Termination of DDC and PoA for 60 days
				Suspension with removal from the project for contractor drivers
AMBER driver < average 400 km per month		Target specific coaching	Target specific coaching and commentary drive	Refresher DDC
GREEN driver with the score of above 0.00	Verbal recognition ь	Recognition in front of peers	Written recognition	
GREEN driver with the score of 0.00 driving > 400 km a month	**1 month reporting period**	**3 months reporting period**	**6 months reporting period**	
	Recognition in front of peers	Written recognition	Nomination for award	

Recommended action for Supervisors/ Reporting Managers

	1 month reporting period	**2 months reporting period**	**3 months reporting period**	> 3 months
RED site	Refresher on IVMS data interpretation and feedback	Refresher on coaching on the delivery of the target specific coaching	Performance review	
AMBER site		Refresher on IVMS data interpretation and feedback	Refresher on coaching on the delivery of the target specific coaching	Performance review
	1 month reporting period	**3 months reporting period**	**6 months reporting period**	
GREEN site	Recognition	Written recognition	Nomination for award	

5.6. Review

Regular reviews shall be conducted to monitor the effectiveness of the implementation of the IVMS programme such as PID management, maintenance of the records, and quality of the coaching sessions. It is recommended that such reviews take place not less than once in a quarter and conducted by a specially formed team. The team should consist of the member of the Central IVMS Team and a representative from site.

The Level 3 audit shall be conducted to identify the gaps in the robustness of the system.

5.7. Incident Investigation

IVMS serves to record information that is useful for the investigation and identification of the immediate and root causes of Road Traffic Incidents. The information shall be downloaded, recorded and analysed as soon as practicable by authorised personnel and the results of the analysis communicated to the investigation team.

The information shall be requested using the Vehicle/ Driver/ Trip information request (Appendix 9) upon approval of the Incident Investigation Leader.

5.8. Training

Every Driver issued with PID shall have a usage instruction and sign IVMS briefing form.

All members of the IVMS Team shall be trained and certified in the IVMS data management and application of the IVMS software.

IVMS Focal Points and driver supervisors shall be trained in the IVMS data management course.

The courses shall be delivered by a member of the IVMS Team.

Upon completion of the course an access is provided to a website (FM-Web) for work with IVMS data on vehicles and drivers as part of the corresponding contract. Using this access

one can draw up reports on the events that are subject to monitoring and carry out appropriate work with drivers.

The Company authorised technicians shall be specially trained on methods of fitting and recovery of the IVMS units.

APPENDIX 1: USER FEEDBACK FORM

From:			
Date:			
To:	DOCUMENT CUSTODIAN: Or GENERAL MANAGER HSE SAKHALIN ENERGY INVESTMENT COMPANY 35 DZERZHINSKOGO STR YUZHNO-SAKHALINSK 693000		
DOCUMENT NAME:			
DOCUMENT (ID No.)	**SECTION of Document**	**COMMENTS**	**ACTION**

APPENDIX 2: IVMS SYSTEM CHECK

Siemens VDO IVMS:

- Check that the red light is flashing on the IVMS blue key receptacle before the system is armed (before you insert the blue key).
- Before inserting blue driver's key, turn ignition on and listen for warning sound for key.
- Turn key to start to see if the vehicle will start without the IVMS activated (vehicle should not start without system armed).
- Insert blue driver's key and listen for activation warning sound (two beeps).
- Ensure the vehicle starts.
- Turn vehicle off and wait for IVMS to rearm itself (light starts flashing again after approximately a minute).

APPENDIX 3: POST INSTALLATION CHECK LIST

IVMS Vehicle pre-installation check sheet Проверочный лист по установке БСМ		
Monitor Wiring **Соединительные провода бортового компьютера**	**Vehicle Colour Code Цветовая маркировка провода автомобиля**	**Integrity of Connection On Vehicle** **Целостность соединения провода в автомобиле**
BATTERY + Электропитание +		
IGNITION SW + ЗАМОК ЗАЖИГАНИЯ +		
SPEED SIGNAL СИГНАЛ СКОРОСТИ		
RPM SIGNAL СИГНАЛ ТАХОМЕТРА		
STARTER INTERUPT БЛОКИРОВКА СТАРТЕРА		
SEAT BELT РЕМЕНЬ БЕЗОПАСНОСТИ		
HEADLIGHT СВЕТ ФАР		
Calibration Калибровка	YES / NO ДА / НЕТ	
SPEED Calibrated Скорость откалиброванa		
RPM Calibrated ТАХОМЕТР откалиброван		
Odometr Reading Показания одометра		
Technician Name **ФИО установщика**	**Signature** **Подпись**	**Date** **Дата**
SEIC IVMS Representative Name **ФИО Представителя СЭИК по БСМ**	**Signature** **Подпись**	**Date** **Дата**

IVMS UNIT change over information Информация по переустановке БСМ	
Installation location Место установки	
Vehicle reporting site group (NEW) Отчётная группа автомобиля (настоящая)	
Vehicle type / brand (OLD) Наименование / марка автомобиля (предыдущая)	
Vehicle type / brand (NEW) Наименование автомобиля (настоящая)	
Vehicle Plate number (OLD) Регистрационный номер автомобиля (предыдущий)	
Vehicle Plate number (NEW) Регистрационный номер автомобиля (настоящий)	
Security Sticker in place and signed Пломба безопасности на месте и с подписью	
Siemens VDO serial number Идентификационный номер бортового компьютера	
Sim Card Number Номер сим-карты	
IVMS Unit Asset Number Инвентаризационный номер блока БСМ	
Unit internal ID (OLD) Номер блока БСМ присвоенный машине (предыдущий)	
Unit internal ID (NEW) Номер блока БСМ присвоенный машине (настоящий)	

APPENDIX 4: IVMS Installation Act

IVMS Installation act / Акт установки БСМ		
Vehicle Make / Model Марка / модель автомобиля		
Vehicle plate number / Регистрационный номер автомобиля		
Contractor name (Reporting group) / Название подрядчика (отчётная группа)		
Date and place of installation / Дата и место установки		
Identified faults of electrical equipment of the vehicle before installation / Выявленые неисправности электрооборудования автомобиля до установки БСМ		
Name of the driver or contractor representative / ФИО водителя или представителя подрядчика		Signature / Подпись
IVMS unit information / Информация по БСМ		
IVMS unit ID number / Идентификационный номер бортового компьютера		
Asset number of IVMS unit / Инвентаризационный номер блока БСМ		
Security sticker in place / Наличие пломбы безопасности	YES / NO ЕСТЬ / НЕТ	
IVMS connection type / Подключение БСМ	VSS (датчик скорости) / GPS нужное записать	
IVMS interconnections / Соединительные провода бортового компьютера	Hookup in place (yes/no) / Подключение есть (да/нет)	
GROUND / ПРОВОД МАССЫ		
BATTERY / ЭЛЕКТРОПИТАНИЕ +		
IGNITION SWITCH / ЗАМОК ЗАЖИГАНИЯ +		
SPEED SENSOR / СИГНАЛ СКОРОСТИ		
TACHO SENSOR / СИГНАЛ ТАХОМЕТРА		
STARTER LOCK / БЛОКИРОВКА СТАРТЕРА		
SEAT BELT / РЕМЕНЬ БЕЗОПАСНОСТИ		
HEADLIGHTS / СВЕТ ФАР		
FUEL SENSOR / СИГНАЛ ДАТЧИКА УРОВНЯ ТОПЛИВА		
IVMS installation is consistent with connections noted above, interconnecting lines are soldered and isolated, the unit and elements are fixed / Монтаж БСМ соответствует вышеизложенному подключению, соединения проводов пропаяны и заизолированы, блок и элементы БСМ закреплены.		
Name of auto-electrician / ФИО автоэлектрика		Signature / Подпись
Signatures / Подписи сторон		
This is to confirm that electrical equipment is faultless after IVMS installation into the vehicle and test trip, and matching the status before installation (above), warning indicators on dashboard do not reflect any fault in the vehicle system while engine is running, IVMS is functioning properly / *Настоящим актом подтверждаю: после установки БСМ в автомобиль и проведения тестовой поездки, исправность электрооборудования на автомобиле соответствует состоянию до момента установки БСМ (см. выше), предупреждающие сигнальные лампы на щитке приборов, свидетельствующие о неисправностях систем автомобиля не горят при работающем двигателе, БСМ функционирует исправно.*		
Notes / Примечания:		
Date / Дата		
Name of Sakhalin Energy IVMS team member / ФИО Представителя по БСМ		Signature / Подпись
Name of auto-electrician / ФИО автоэлектрика		Signature / Подпись
Name of contractor (vehicle owner) representative / ФИО Представителя Подрядчика (собственника автомобиля)		Signature / Подпись

APPENDIX 5: IVMS BRIEFING FORM FOR SIEMENS VDO PID

The Siemens VDO IVMS is a tool that is used to monitor driver behaviour and provides supervisors with the means of providing accurate feedback to drivers that will assist in changing the driver's behaviour and attitude towards driving safety.

Monitored parameters

The system measures speed, braking and engine RPM and will activate an audible alarm if these parameters are exceeded. The alarm is designed to warn the driver that the set parameters have been exceeded and should cause the driver to modify their immediate behaviour. All driving outside of the set parameters will be recorded as an event such as over speeding, harsh braking or excessive engine RPM and will be formulated into a report for the appropriate supervisor.

Additional parameters monitored by the system:

- Use of seat belts;
- Route and Direction;
- Distance;
- Driving and standing time;
- Use of headlights;
- Fuel level

Blue Driver Key

You will be issued with Blue Drivers Plug that shall be referred to as a driver's key.

This key stores the driver's name and access to approved vehicles and enables the IVMS to record the trip details against the identified driver.

A vehicle equipped with a Siemens VDO IVMS can be identified by the ID Socket located on the dashboard near the steering wheel; it has a red flashing RED light.

Before the vehicle can be started the driver must insert the driver's key into the driver's ID socket and hold it there until two beeps are heard. This means that the information has been successfully interpreted and the driver has access to use the vehicle. The driver's key can be removed from the driver's ID socket (can be left in the socket) and the vehicle can now be started. If IVMS gives inadequate signals, the drivers shall inform his mechanic ASAP in order to transfer this information to Central IVMS Team.

Note:

IVMS will go on standby mode in 30 seconds after ignition is turned off. Same time allowed when driver's key inserted in the socket and driver identified by IVMS, when vehicle is turned off. During this 30 second period vehicle can be started without entering driver's key second time. For this reason no other drivers can use the vehicle until the IVMS is on stand-by mode.

If the driver's key does not have an approval to drive the vehicle, then the driver's key will not work and the vehicle will not start. This indicated by a long beep.

The driver's key is issued personally to each individual driver and the driver is responsible for its safety and security. It is strictly prohibited to:

- Hand the driver's key to any person for use;
- Use the key to start the vehicle for other driver;
- Leave the driver's key in the vehicle when it is not in use or is unattended;
- Abuse or attempt to open or disable the key in any way shape or form.

Drivers shall:

Handover driver's key to nominated responsible person from company (his/her supervisor) if they go on leave/vacation or leave the Project.

If a driver's key is damaged or unserviceable it shall be replaced, but they are extremely durable and generally the keys are only unserviceable because of poor care.

Cases for lost or stolen driver's key will be investigated, and the management approval will be needed to reissue a new driver's key.

It is prohibited to damage, tamper with, or deliberately influence the IVMS fitted to the vehicle. All incidents of tampering will be investigated. Disciplinary measures will be applied.

I,____
_________, the undersigned agree to comply with requirements as stated above with respect to the use of the equipment issued to me.

I also testify with my signature that I have been briefed on the use of the said equipment and/or have received the instruction.

Personal Key with ID__________accepted

Date ______ __________________________ 20 ____

Signature /____Surname, Name______/ Name of Company

Key issued and briefing conducted by Signature / Surname, Name/ Name of Company

Date of issue of defensive driving certificate from:	
Date of expiry of defensive driving certificate to:	

Personal Key with ID __________ returned

Date ______ __________________________ , 20____

Signature /____Surname, Name______/ Name of Company

Key accepted by Signature /____Surname, Name______/ Name of Company

IVMS Team member of Sakhalin Energy accepted the returned key:

Date ______ __________________________ , 20____

Signature /____Surname, Name______/Name of Company

APPENDIX 6. COMPANY'S IVMS FEEDBACK FORM

SEIC IVMS FEEDBACK FORM

Reporting Period:	From:	To:

Coaching by:	Driver/Group:	Company/ Location:
RAG Colour:		
☐ RED	☐ AMBER	☐ GREEN
Positive or Corrective Coaching		
☐ POSITIVE	☐ CORRECTIVE	

Details of structured coaching session	Yes	No	N/A
1. Does driver acknowledge the event(s)?			
2. Can driver provide a satisfactory explanation for the event(s)?			
3. Has the driver been coached for this type of behaviour before?			
4. Is further training/coaching recommended for the driver?			
5. Has the driver's score improved?			
6. Has the driver's score declined?			
7. Is disciplinary action required?			

Details of any previous coaching	Date:	Coaching Conducted by:
Comments:		

Disciplinary Action Taken	Verbal	Written	Removal

Date of Coaching Session	Coaching Conducted by:	If Positive Coaching, confirm that the driver has been congratulated on his Safe driving behaviour:

APPENDIX 7: SEIC IVMS FEDBACK

IVMS FEEDBACK FORM

Location: ALG Gastello

Feedback Date: 29 Jan 2014

Feedback Provided: ☑ Level 1 ☐ Level 2

Site RAG Score this period	GREEN
Site RAG Score last period	GREEN
Total Site Score Has	NO CHANGE
Positive Coaching Sessions	1
Corrective Coaching Sessions	3

Feedback Sessions Conducted By:

Name	
E-mail	
Mobile Phone #	
Phone #	

Additional Comments

SEND

APPENDIX 8: SIEMENS VDO PID ISSUE FORM

Key Code	Key Name in Database	Key issued to driver (FULL NAME)	Site	Date of issue	Driver's signature	Company
1001	OPF SPARE 01	Vasily Petrovich Ivanov	OPF	10/12/2008	Y	SNGS
1002	OPF SPARE 02					
1003	OPF SPARE 03					
1004	OPF SPARE 04					
1005	OPF SPARE 05					
1006	OPF SPARE 06					
1007	OPF SPARE 07					
1008	OPF SPARE 08					
1009	OPF SPARE 09					
1010	OPF SPARE 10					
1011	OPF SPARE 11					
1012	OPF SPARE 12					
1013	OPF SPARE 13					
1014	OPF SPARE 14					
1015	OPF SPARE 15					
1016	OPF SPARE 16					
1017	OPF SPARE 17					
1018	OPF SPARE 18					
1019	OPF SPARE 19					
1020	OPF SPARE 20					

APPENDIX 9: VEHICLE / DRIVER / TRIP INFORMATION REQUEST CHECKLIST

Vehicle / Driver / Trip Information Request Checklist

Type of Information	Yes/No	Specifications
General information:		
Driver's name of a specified vehicle		
Specified driver vehicle's details		
Vehicle speed at specified time		
Vehicle engine RPM at specified time		
Vehicle location on the map for specified period of time		
Driving Event:		
Harsh braking value/number of events		
Harsh acceleration value/number of events		
Over speeding		
Non-use of headlights for a specified period of time		
Speed sensor disconnection on a specified vehicle		
Night time driving for a specified driver		
Vehicle trip report for a specified period of time		
Rag report for a specified driver/site		
Progressive Rag report for a specified driver		
Other information that may be required		

Please note that any information related to Road Transport Accident will only be disclosed to Incident Investigation Team Leader upon his request

APPENDIX 10: IVMS Equipment Transfer Act

Equipment Transfer Act

To Contract No. ____________ of ___ _________ 20___.

Date of execution: ______________201___.

THIS ACT EXECUTED BETWEEN

SAKHALIN ENERGY INVESTMENT COMPANY LTD., a Company, organised under the laws of Bermuda, registered for business in the Russian Federation as a branch office, having registration Certificate #20355.1, the branch office and main place of operations located at: Russia, 693020, Yuzhno-Sakhalinsk, 35 Dzerzhinskogo street, hereinafter the COMPANY

and

___________________________________, a Company, organised under the laws of the Russian Federation and registered at: ____, hereinafter the CONTRACTOR,

IN WITNESS THEREOF, that the COMPANY has transferred and the CONTRACTOR has accepted the below-mentioned equipment, installed on the relevant vehicle of the CONTRACTOR:

№	Description of equipment	Q-ty	Registration number, make/model	Unit price (US Dollars)
1	FM 300 Communicator	1		

The above equipment is transferred in complete package, in good condition and delivered to the CONTRACTOR free of charge for the life of the Contract (term of services/works).

The CONTRACTOR has no complaints with regard to the number and completeness of equipment. No visible damages of equipment.

The above equipment shall remain property of the COMPANY and shall be returned to the COMPANY in case of termination (end) of the Contract.

This Act is executed in two originals, one for each Party.

SIGNATURES:

For and on behalf of the COMPANY:

Representative of IVMS group

Full name ____________________________

Signature ____________________________

Date ____________________________

Contract holder, Contract No.___________________________

Full name ______________________________

Position ______________________________

Signature ______________________________

Date ______________________________

For and on behalf of CONTRACTOR:

Full name ______________________________

Position ______________________________

Signature ______________________________

Date ______________________________

Appendix 11: Revision Details

Rev	Location of Change	Brief Description of Change
01		First issue